City of Goodyear

Electronic Plan Review User Guide

e-Plan Review

Electronic Plan Review Applicant User Guide

Table of Contents

The City of Goodyear's Electronic Plan Review
Application Process using ProjectDox©

It's time to go paperless.

1. Introduction

The City of Goodyear uses an Electronic Plan Review system that has significantly changed the way plans are reviewed and approved by the City. The Electronic Plan Review system allows construction plans, reports, exhibits, and any other document to be electronically submitted to the City of Goodyear Departments involved in the land development process for review. Once the City's review is complete comments are provided to the applicant electronically. Subsequent submittals and reviews will follow the same electronic review and comment process until the plans/reports are approved.

The Electronic Plan Review system has been initially implemented by the City of Goodyear Engineering Department and now expanded to Building and Planning in an effort to streamline the development review process and to assist in reducing costs associated with production, delivery, and pickup of civil engineering construction, building, and/or planning related plans. Both the City and the development community have realized the financial benefits of submitting and reviewing plans via an electronic platform. The Electronic Plan Review process also provides several "environmentally green" benefits. Those benefits most noticeable include a reduction of paper and fuel consumption.

The City of Goodyear is currently utilizing the Electronic Plan Review system for all civil construction plan packages, building plans for tenant improvements, and planning applications. All plan review related documents must be submitted via the Electronic Plan Review system.
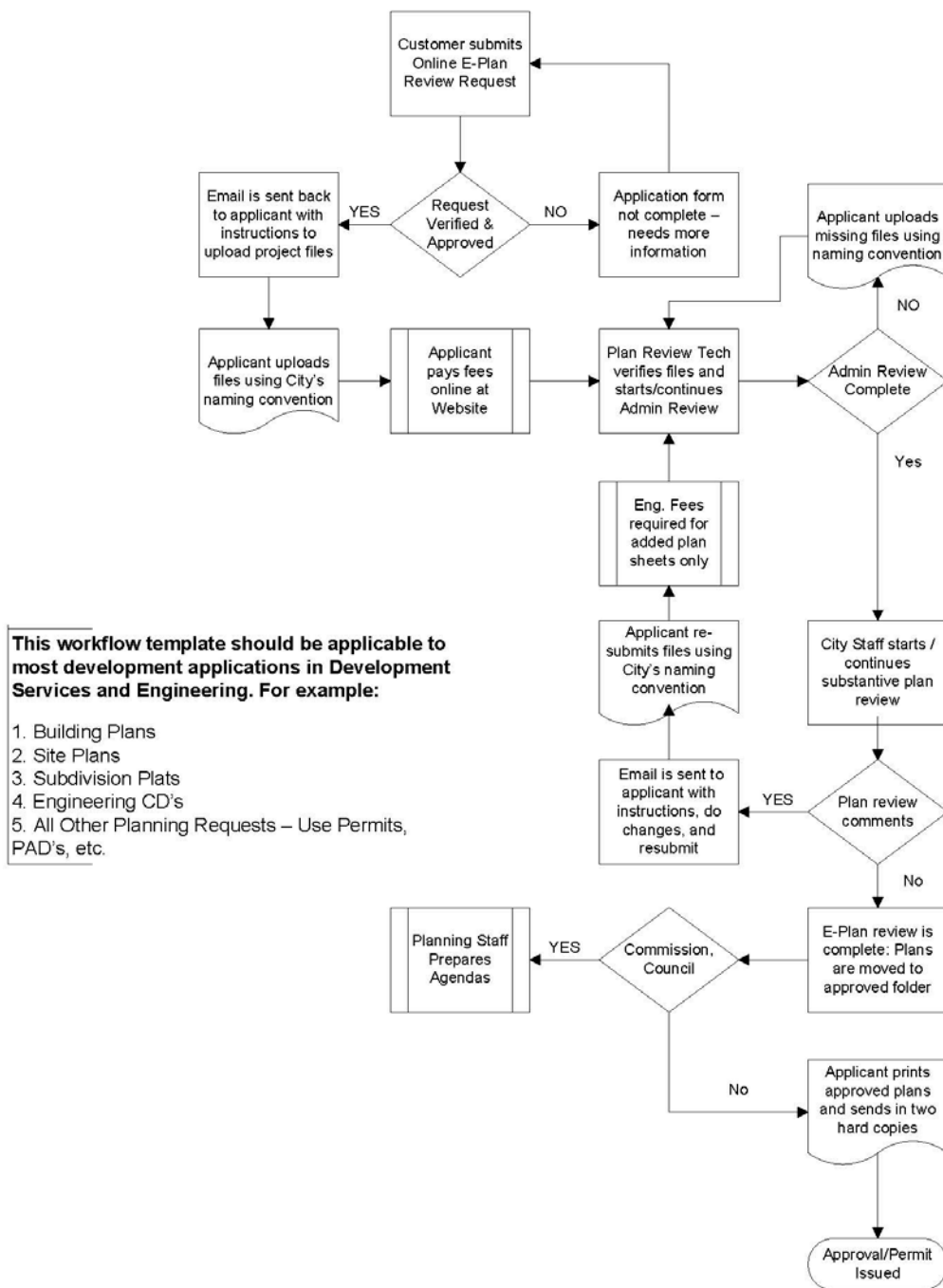
The Electronic Plan Review system allows for several efficiencies and conveniences:

- Submission of plans via computer, 24 hours, 7 days a week
- Simultaneous review of the plans by City staff
- City comments are provided in electronic type reducing the confusion sometimes encountered with handwriting
- Immediate access to approved plans in electronic format
- City comments and redlines are viewable on multiple computers and locations at the same time enabling collaboration and discussion without lengthy trips to the City.

We hope that you find this User Guide to be of benefit in conjunction with other written materials available on our web page http://goodyearaz.gov/government/departments-divisions-a-z/development-services/e-plan-review . As always, we welcome and value your feedback on the system and our service performance.

2. Electronic Plan Review Basics

Electronic Plan Review Workflow

Customer submits Online E-Plan Review Request

Request Verified & Approved
- YES → Email is sent back to applicant with instructions to upload project files
- NO → Application form not complete – needs more information

Email is sent back to applicant with instructions to upload project files → Applicant uploads files using City's naming convention → Applicant pays fees online at Website → Plan Review Tech verifies files and starts/continues Admin Review

Application form not complete – needs more information → Plan Review Tech verifies files and starts/continues Admin Review

Applicant uploads missing files using naming convention

Admin Review Complete
- NO → Applicant uploads missing files using naming convention
- Yes → City Staff starts / continues substantive plan review

Eng. Fees required for added plan sheets only

Applicant re-submits files using City's naming convention

City Staff starts / continues substantive plan review → Plan review comments
- YES → Email is sent to applicant with instructions, do changes, and resubmit
- No → E-Plan review is complete: Plans are moved to approved folder

E-Plan review is complete: Plans are moved to approved folder → Commission, Council
- YES → Planning Staff Prepares Agendas
- No → Applicant prints approved plans and sends in two hard copies

Applicant prints approved plans and sends in two hard copies → Approval/Permit Issued

This workflow template should be applicable to most development applications in Development Services and Engineering. For example:

1. Building Plans
2. Site Plans
3. Subdivision Plats
4. Engineering CD's
5. All Other Planning Requests – Use Permits, PAD's, etc.

How Does Electronic Plan Review Work?

When an applicant (engineer, developer, architect, home owner, business owner, or agent) submits an Engineering Plan Review Request via the City's website, the Electronic Plan Review system will invite the applicant by email to upload the electronic plans and all relevant documents. City review staff will then have simultaneous access to review the plans and note any corrections directly on the plans. Comments added by the City will not change or alter the underlying drawing. The applicant is notified of the corrections requested and the revised plans are electronically resubmitted to the City. When the plan review process is complete, the applicant can download the approved plans. The applicant must then submit a hardcopy of the approved stamped plans to the City's Engineering Department to complete the review process and obtain permits.

What Technology Do I Need to Use Electronic Plan Review?

The City's Electronic Plan Review system can be accessed by using Internet Explorer Version 6 or greater, Chrome, Fire Fox, Android, and Apple systems.

Plans must be submitted in PDF format. Many CAD and word processing programs have the option of printing files as a PDF.

The Electronic Plan Review system uses pop-ups to bring up different screens. Before entering the system you will need to allow pop-ups for the City's website "www.goodyearaz.gov". If you have multiple toolbars open, all toolbars with different search engines must have pop-ups enabled for this site, Google, Yahoo, etc.

To be able to upload files, view files, and download comments, you must have Active X Controls installed on your computer. Your operating system and security settings will dictate the installation procedure. For help, see the troubleshooting section page 13 of this guide.

3. Electronic Plan Review Request

How Do I Submit a Plan for Review?

For first reviews, the applicant must fill out and submit an E-Plan Review Application Request form to begin the review process. The City of Goodyear should be contacted at 623-932-3005 to assist if help is needed on any plan submittal.

Once the Engineering Plan Review Request has been submitted, a member of the Permitting staff will review your request, a project will be created, and an email will be sent to you. The email will include your User ID, temporary password, and instructions on uploading your plans. If you do not receive this email within one business day, call for assistance at 623-932-3005.

4. Drawing Submittal Process

Format Requirements

- One multi-page PDF for each plan set under a single cover sheet.
- One multi-page PDF for each report.
- Plans that are scanned shall be scanned from a 24"x36" sheet, at a resolution of 400 dpi.
- Drawings plotted to a PDF directly from CAD shall be plotted as 24"x36" sheets and rotated to landscape view at a resolution of 200 dpi.
- Reports, documents, and transmittals shall be submitted at a resolution of 200 to 400 dpi.
- Plan sheets and reports shall be monochrome with white background (print ready).
- File names must not exceed 70 characters in length; see the "File Naming Convention" link at the Website. The system doesn't support special characters.
- Reports with exhibits that have aerial photography backgrounds or large amounts of hatching are problematic to the Electronic Plan Review system. Print these documents out, scan, and use the scanned file in your upload to avoid problems uploading or having to resubmit at a later date.

Upload Files

*** Remember, before uploading files, you must install the ProjectDox© Components/ Active X Controls/ Brava Viewer.

1. Locate a PDF scan of the approved site plan or preliminary plat along with the associated stipulations, as these documents will be required along with the other plans being submitted.
2. Name each plan set and report PDF according to the "File Naming Convention".

3. Log into the Electronic Plan Review system.
4. Enter your email address (User ID).
5. Enter your password (if you are a first time user, enter the temporary password from the email invite. You will be asked to change this to a personalized password in a later step). For help, see the troubleshooting section of this guide.
6. For first time users, the first screen you will see is the "Profile Screen".
7. Change your password, type in your security question and answer, and fill in your contact information.
8. Click the "SAVE" button.
9. Click on the "Projects" button in the Menu Bar at the top of the screen. (This page will be your default page the next time you login).

10. The projects shown on the left side of the screen are your projects. If you don't see the project you need to access, call for assistance 623-932-3005.
11. Click on the project to which you would like to enter.

12. Click on the "Submittals and Comments" link.
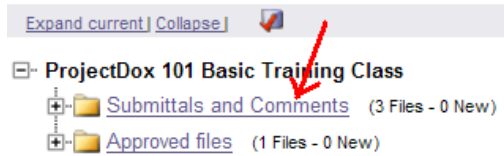
13. At the left side of the screen, click on the "Upload Files" button. Browse to the location on your computer where you saved the PDF's, hold the keyboard "Ctrl" button down while selecting all the files you wish to upload.
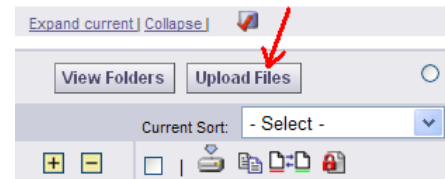
14. Click the "open" button.
15. Click on the "Upload Now" button. The program will state which files have been uploaded.
16. Close that window.
    a. If the upload was successful, you will see a thumbnail of the plan set on the left side of your screen. To open the file either click on the file thumbnail or on the name of the file.
    b. If you see the words "Processing", then your files have not been uploaded. Please call 623-932-3005 for assistance.
    c. If you are not able to select a file to upload nor are you able to open a file already uploaded, then either you have not installed ProjectDox© Components or it is not installed correctly. For help, see the troubleshooting section page 21 of this guide.

Congratulations! You have successfully uploaded files to The City of Goodyear Electronic Plan Review system.

Please give us call if you are experiencing difficulties at 623-932-3005. We will assist you in this process.

Upload Verification

Once files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Each thumbnail will display a file name, upload date, file size, and upload author and icons. The first icon is related to file history. Prior versions and comments on those versions can be found by clicking on that icon.
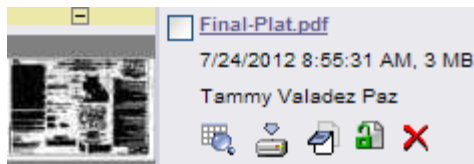
After uploading files to the system, open your task under the task list located at the bottom of the main projects page.

The e-form will open. Complete your task by clicking on the "Upload Complete" button at the bottom, to notify City staff.

Security Timeout

Due to security concerns, you will be automatically logged out of the system after 90 minutes of inactivity. To resume your work in the Electronic Plan Review system, click any button on the screen and the login page will automatically load.

5. Plan Review

The plans examiner will begin the review stage of the Plan Review process after confirming the submittal documents have met City of Goodyear minimum requirements and all fees have been paid. The plans will be removed from your access while in review. Once the plans have been reviewed by City staff, your plans will be moved back into the "Submittals and Comments" folder for your access.

6. Drawing Resubmittal Process

How do I View City Comments?

If City staff has comments or corrections requested of the documents, you will receive an email from the Plans Examiner requesting revised plans/ reports. There are two ways to view and download City comments.

1. Log into the Electronic Plan Review system. Click on your project's task located at the bottom of your screen under the task list. Under Markups, click on the review link for each document.

Cycle	Department	File	Markup
1	Engineering Reviewer	2014-0000-C1.pdf	1st rev
1	Engineering Reviewer	2014-14-0819-LS.pdf	1st rev PL-ENG
1	Engineering Reviewer	HTE 14-0819 Native Grill, Imp, LS, DR (1st) .doc	1st rev trans

2. On the main projects page, click on the project for which you want to see comments. Click on the "Submittals and Comments" folder.

Each file that contains comments will have a red pen with a red exclamation mark to the right side of it. This means there are comments attached to the plan set.
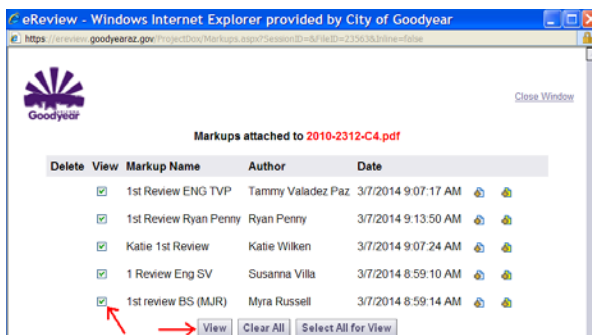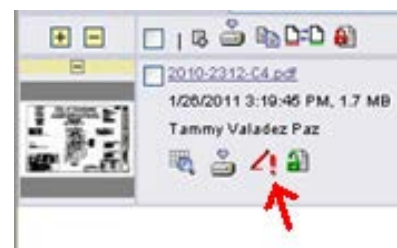
Clicking on this icon will bring up a menu showing all the reviewers that commented on the plan set. Check all boxes beneath the "View" column then click on the "View" button. If you can't open the markups or the page doesn't load this is an indication that the ProjectDox Components are not installed correctly. For help, see the troubleshooting section page 21 of this guide

Downloading/ Saving City Comments to Your Computer

To create a PDF of the City Comments, use the following steps:

1. You must have the comments open for view. Click on the "Publish" button, top center of the screen.
2. Select "Publish to PDF".
3. Select "Burn-in current markup", then click "Publish".
4. Select "Save to file", then browse to a location on your computer where you would like the files saved.
5. Click "Save".

Upload Corrections

Once you have made all the revisions to your documents and are ready to resubmit, log into the Electronic Plan Review system and upload the corrected plans/ reports. Remember to name the file
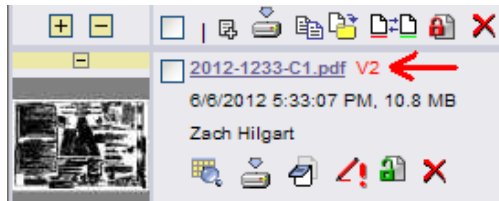
exactly the same as the one in the system. Verify a new version number is created when you upload your corrected drawings. If a version number is not created, confirm the drawing was revised and named the same. A file will not upload if there have been no changes to the file.

After you have successfully uploaded your corrected plans/ reports, open your task by clicking on the "CorrectionsRequested_ApplicantResubmit" task located at the bottom section of the main project page. The E-form will open. Place a check mark next to "I have revised the plans/reports ….." Click on the "Complete" button to notify City Staff that you have uploaded the revised documents.

7. Approval

After the plans/ reports are stamped approved, they will be placed in the "Approved" folder of your project. An email will be sent to the applicant with notification that plans are approved and will contain instructions on how to obtain permit. Use the approved stamped plans/ reports to make hardcopies to send to the "One Stop Shop" front counter of the City of Goodyear to complete your review. Permits will not be issued until these hardcopies have been received.

Please note that the City will allow access to approved plans for a 3 month period. If copies of approved plans are needed after the 3 month period, contact the City or go to the City's web-site and fill out a Public Records Request.